

MANAGEMENT MEMO

SUBJECT: CAL-Card: PURCHASE CARD PROGRAM	NUMBER: 99-02
REFERENCES: SUPERSEDES MANAGEMENT MEMO 97-16 ISSUED DECEMBER 19, 1997	DATE ISSUED: 03/01/99
	EXPIRES: 03/01/00
	ISSUING AGENCY: Department of General Services

The Department of General Services (DGS), CAL-Card Program continues to maintain its Master Service Agreement with U.S. Bank, I.M.P.A.C. Government Services (formerly Rocky Mountain BankCard System) for VISA purchase card services. Recent amendments to the contract incorporate a contractor name change from Rocky Mountain BankCard System to U.S. Bank, I.M.P.A.C. Government Services, an extension to the contract term through March 31, 2000 and the applicable mandates of the January 1, 1999 California Prompt Payment Act.

CAL-Card continues to allow state and local government agencies to use purchase cards for making purchases up to \$15,000 (higher limits are available upon prior approval). For state agencies, transaction limits must be within their assigned delegation authority and follow delegation guidelines.

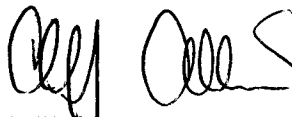
CAL-Card offers substantial benefits: a purchase card that streamlines the procurement process by minimizing expense and maximizing efficiency; excellent extended payment terms of 40 days; greater supplier access and acceptance; walk-in purchasing, telephone orders and real time management information reports.

CAL-Card benefits to the supplier community include: reducing payment time to within 48 to 72 hours after the completion of a transaction, the elimination of administrative burdens of the invoice collection in the payment process and increased business opportunities with state and local government agencies.

The CAL-Card program has active task force meetings scheduled quarterly to address current CAL-Card issues. These meetings, attended by U.S. Bank and state and local agencies, are the driving force in program enhancements, providing a forum for addressing state mandated or policy issues and allowing for the sharing of information and program announcements by state and local representatives. An agenda is mailed, in advance, to interested agencies.

The CAL-Card team hosts monthly program overviews at scheduled locations throughout the state. The most recent schedule is attached. Register by sending the completed enrollment form to the CAL-Card Program Office, or you may fax the form to (916) 324-1397.

If you would like additional information, please contact the CAL-Card Program Office (916) 324-1333.



CLIFFORD ALLENBY, Interim Director
Department of General Services

ATTACHMENT

CAL-CARD PROGRAM OVERVIEW 1999 SCHEDULE

The CAL-Card Program Overview provides an informative presentation on the State of California's contract for purchase card services. Participants will be given an understanding of the program structure, the built in controls, and the role of the Contractor. Specific information will be provided on how the program works and how to implement a program at your agency.

<u>LOCATION #</u>	<u>DATE(S)</u>	<u>ADDRESS</u>
1	April 7, 1999 June 9, 1999 August 4, 1999 October 5, 1999 December 8, 1999	DEPARTMENT OF GENERAL SERVICES, 1823 14TH STREET, ROOM 207, SACRAMENTO, CA
2	March 25, 1999 August 19, 1999	SAN DIEGO STATE BLDG, 1350 FRONT STREET, ROOM B-107, SAN DIEGO, CA
3	April 22, 1999 November 18, 1999	FRESNO STATE BLDG, 2550 MARIPOSA MALL, ROOM 1036, FRESNO, CA
4	May 20, 1999 October 14, 1999	ENERGY RESOURCE CTR, 9240 E. FIRESTONE BLVD, NGV ROOM, DOWNEY, CA
5	June 17, 1999	CA TOWERS, 3737 MAIN ST., STE 200, HIGHGROVE ROOM, RIVERSIDE, CA
6	June 24, 1999	LASSEN COMMUNITY COLLEGE, HIGHWAY 139, SUSANVILLE, CA
7	July 22, 1999	SANTA ROSA STATE BLDG., 50 D ST., ROOM 410, SANTA ROSA, CA
8	September 23, 1999	SAN JOSE STATE BLDG., 100 PASEO DE SAN ANTONIO, SAN JOSE, CA

ENROLLMENT REQUEST FOR PROGRAM OVERVIEW THERE IS NO FEE FOR ENROLLMENT

Last Name: _____ First Name: _____
Agency/Department: _____ Office: _____
Address: _____ City: _____ ZIP Code: _____
Telephone: _____ FAX: _____

<u>Location and Date</u> <u>Preference for Overview:</u>	<u>Class Time</u>	<u>Enter Date</u>	<u>Enter Location #</u>
<u>1st Choice</u>	9:30 a.m. - 11:30 a.m.	_____	_____
<u>2nd Choice</u>	9:30 a.m. - 11:30 a.m.	_____	_____

FAX OR MAIL TO: (916) 324-1397
CAL-Card Program
Procurement Division
1823 14th Street
Sacramento, CA 95814

FOR MORE INFORMATION CALL:
CAL-Card Program
(916) 324-1333

For those persons with a disability needing reasonable accommodation or having questions, please contact Donna Perkins (916) 324-1333. In order to ensure that we can meet your accommodation, it is best that we receive your request at least 10 working days before the scheduled meeting. Procurement Division TTY telephone number is (916) 322-7535. The California Relay Service telephone numbers are (voice) 1-800-735-2922 and 1-888-877-5379, (TTY) 1-800-735-2929 and 1-888-877-5378 or (speech to speech) 1-800-854-7784.